

	APOLLO HOSPITALS, SECUNDERABAD		FMS– 08
			Issue: C
	POLICY ON SAFETY MANAGEMENT PROGRAM		Date:06-01-2017
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PREPARED BY:		APPROVED BY:	
Hospital Administrator		Chief Executive Officer	

## 1.0 Policy:

- 1.1 To provide guidelines for safety management programme within the facility.
- 1.2 To ensure that a safe and healthy environment is maintained during construction, demolition, repair and renovation activities within the hospital.

## 2.0 Scope:

Hospital wide

## 3.0 Procedure:

Safety management programme comprises of the following network system to implement the following safety standards to the best.

- Safety Committee.
- Safety Education & Training Programmes.
- Safety & Fire Orientation Programme.
- Facility Inspection rounds
- Emergency Code Drills & Announcements.
- Departmental Fire & Evacuation Drills.
- Internal Disaster Drills.
- External Disaster Drills.
- Building Safety

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### **Safety Committee**

It comprises of clinical representatives from the concerned departments headed by Hospital Administrator. The committee shall meet periodically at a regular intervals not less than once in three months and discuss about the safety and & environment issues in and around the hospital and minuted. It also discusses about the incidents in clinical & non-clinical areas and its causation, Facility inspection rounds, findings & necessary follow ups required.

### **Safety Education & Training Programme:**

The safety education & the training programme is continuously organized and evaluated for individual's competency. Training programme contains orientation, re – orientation, training, retraining demonstration & mock drills. Every month functional trainings are conducted by the individual departments. The functional trainings are conducted as and when in departments like engineering, House keeping, F&B, Nursing, and other associated departments. The topics generally covered are safety, security, fire safety, HAZMAT, emergency preparedness, utilities & medical.

### **Safety & Fire Orientation Training:**

The orientation trainings for new employees, re-orientation training for existing employees are conducted at regular intervals. In general the orientation training for new employees will be held minimum two sessions every month. The re-orientation training is planned on annual basis.

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### **Facility Inspection Rounds:**

The Facility Inspection rounds are planned by the team of members decided from concerned department representatives. The rounds are basically location oriented one. The observatory issues are recorded and sent to concerned department to close the issues and the status is also discussed in the committee meetings.

### **Emergency Code Drills & Announcements:**

The emergency codes and triage colors are used during the time of emergency. However the same codes are announced during the mock drills. These codes are formulated in view of not to create panic among the publics, patients & visitors, announcement etc.

### **Departmental fire & Evacuation drills:**

Departmental fire & evacuation drills are planned and conducted once in three months. The purpose behind the drill is to familiarize the people about action plan in the department during the course of fire accident.

### **Internal disaster drills:**

Any emergency arising within the hospital, which may disrupt, the routine activity is known as Internal disaster. These mock drills are planned & conducted twice in a year.

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### **External disaster drills:**

Any emergency arising outside the hospital which may cause more multiple injured people arriving at one time. These mock drills are planned & conducted twice in a year.

### **Building Safety**

#### **Prevention of ignition:**

- § Smoking is strictly prohibited in all Hospital facilities as per the Indian law. This includes smoking in or adjacent to all construction areas. An increased level of enforcement will be initiated for the prevention of smoking in all construction areas
- § Combustible debris must be removed from the worksite at least once a day. This shall be the responsibility of the contracting company doing the job in the hospital.
- § Housekeeping inspections shall be conducted everyday in all construction areas. This shall be the responsibility of the Department of Operations.
- § Proper storage practices shall be adhered in order to ensure that flammable and combustible liquids and solids are appropriately stored and safeguarded. Flammable liquid containers, flammable liquid storage cabinets and rag cans shall be used wherever required. Flammable/combustible liquids not in use shall be properly stored in approved non -flammable storage cabinets

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- § Increased frequency and intensity of hazard surveillance inspections shall be implemented for all buildings, grounds and equipment during construction, demolition, repair or renovation activities. These include construction areas and construction storage areas, field offices, lunch /break areas and excavation areas. This shall be the joint responsibility of project management and Maintenance in-charge's office.
- § Welding, cutting, brazing, soldering and other hot work inside the hospital requires a fire watch sign which shall be posted at all areas other than those sites especially designed for this purpose
- § Electrical tools, extension cord lights, grinding wheels or any spark producing devices shall not be used where flammable liquids are used or stored
- § Welding, cutting, burning, or other hot work equipment shall be in good working condition. Excess cylinders shall not be stored in the facility. All cylinders shall be secured. These shall be properly segregated and permission be sought from the Safety Manager for the same.
- § Temporary buildings, trailers and material storage layout shall be arranged so that they do not create a fire hazard to existing facilities or block any access routes for firefighters and their equipment

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- § Extinguishers, if not present in construction area shall be provided in rating and spacing suitable to the construction activity

**Confinement of the effects of the fire - Security & Maintenance Department:**

- § Emergency Exits shall remain operative at all times. Where a specific construction project requires that smoke and fire doors be temporarily removed or impaired, alternate means of compartmentalization shall be implemented.
- § In the event that a fire accident does occur, immediate notifications shall be made to the Maintenance in-charge's, in order to begin the restoration of vital services.
- § Where an employee or contractor employee spots a fire prior to the activation of the alarm system, that employee shall sound the alarm and activate the nearest Fire Alarm.
- § Existing fire doors and partitions shall not be breached without sealing the opening with the appropriate fire-rated material being installed. Anytime communication lines are passed between floors, pipes and communication chases between floors shall have fire rated materials reapplied.

**Extinguishment of fire – Security Department:**

- § On identification of a fire, the R-A-C-E program documented by the Department Of Operations shall have to be activated immediately. All

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fire incidents shall be reported, no matter how small they are. Fires that have been extinguished shall also be reported

- § Fire extinguishers shall remain available and accessible during all constructions, demolitions, repairs or renovations. Fire extinguishers shall only be used by trained and qualified personnel. Extinguishers shall be inspected as per schedule. This shall be the responsibility of the Security Officer
- § Additional fire fighting equipment shall be required to cater for temporary fire hazards likely to occur during construction, demolition, repair or renovation activities. This shall include supplementing fire extinguishers or fire hose. In each case where affected employees have not already been trained in the use of this equipment, Security Officer shall provide such training prior to the installation of this equipment
- § All fire alarms, fire detection and fire suppression systems shall remain in operational condition at all times. In any case where a temporary impairment of an alarm detection or suppression system is required in order to perform a specific construction, demolition, repair or renovation activity, advance authorization from the Infection Control Committee and the Safety Officer is required.
- § No fire alarm system, detection system or suppression system shall be shut down except by or under the direction of Security Officer. Similarly, no fire alarm, detection or suppression system is to be

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modified or restored to service except by or under the direction of Security Officer

**Provision of refuge and / or evacuation facilities - Security and Operations Department:**

- § All exits shall remain free, accessible and shall provide unobstructed egress at all times without the use of tools.
- § Free and unobstructed access to the Emergency Department shall be maintained at all times.
- § Free and unobstructed access to the hospital shall be ensured for responding to emergency forces, including fire, police and rescue agencies
- § Storage and staging shall not be placed in mechanical rooms, utility areas or corridors.
- Up-to-date drawings shall be maintained which shall details the site layout, floor plans and fire exit routes. These shall also be displayed in patient care areas.
- The signage shall be displayed in at least two languages guiding the patients, families and visitors.